

Procedure: 6.3.1p2

Definition of Directory Information

Revised: April 21, 2026

Last Reviewed: April 21, 2026

Adopted: July 10, 2001



I. PURPOSE:

It is the policy of the Technical College System of Georgia to create a single definition of directory information for all of its Technical Colleges.

II. RELATED AUTHORITY:

Family Educational Rights and Privacy Act
20 U.S.C. § 1232g- Family Educational and Privacy Rights
34 C.F.R. §§99.1-99.67- Family Educational Rights and
Privacy TCSG State Board Policy 6.3.1 – Student Records
TCSG Procedure 6.3.1p1 – Procedures for Student Records

III. APPLICABILITY:

All work units and Technical Colleges associated with the Technical College System of Georgia

IV. DEFINITIONS: N/A

V. ATTACHMENTS: N/A

VI. PROCEDURE:

- A. The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that TCSG and its Technical Colleges, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from that student's education record.
- B. However, TCSG or its Technical Colleges may disclose appropriately designated "directory information" without written consent unless the student has advised TCSG or the Technical College. In addition, public Directory Information, which is generally not considered harmful or an invasion of privacy if released, can also be disclosed to

outside organizations without the student's prior written consent.

1. If a student does not want TCSG or the Technical College to disclose directory information from their student education record without prior written consent, then the student must notify TCSG or the Technical College where they are enrolled, in writing, by the first day of the semester at the Registrar's Office at their Technical College. A student need only file this notification once during their enrollment. However, a new notification must be filed if there is a break in enrollment or transfer to another TCSG Technical College.
2. Even if a student elects to prohibit the release of directory information, TCSG or the Technical College may still implement policies requiring the student to wear or present a student ID badge.
3. TCSG designates student institutional and personal email addresses as directory information for the limited purpose of enabling recruitment-related communication between accredited postsecondary institutions.

Accordingly, TCSG faculty and staff may disclose such email addresses solely to officials at other educational institutions with a legitimate educational interest, permitted under FERPA (34 C.F.R. § 99.31). The information may not be used for commercial or non-educational purposes and receiving institutions must use it solely for the stated purpose and protect it from unauthorized disclosure.

Students who wish to opt out of such limited disclosure may do so by submitting a written request.

C. The Technical College System of Georgia and its Technical Colleges define:

1. "Public directory information" is as follows:
 - a. Full name of student
 - b. City of residence
 - c. County of residence
 - d. Major and field(s) of study
 - e. Enrollment Status (full-time, part-time, etc.)
 - f. Degrees, awards, and date received
 - g. Dates of attendance
 - h. Participation in official sports and activities
 - i. Height and weight of athletic team members
2. "Non-public directory information" as follows:
 - a. Address
 - b. Email address (exceptions listed above)
 - c. Telephone Number

D. Non-public directory information is not available to the public but is available to any College official. If the student has indicated to restrict their data, then College

officials can only access the information when it is needed for educational purposes.

- E. Additionally, specific state and federal laws require the release of certain student information without prior notification to the student. Questions concerning the release of student information should be addressed to the TCSG Office of Legal Services.

VII. RECORD RETENTION: N/A